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 sbunet.com

Shared strength through WPPI Energy

**AUTOMATIC PAYMENT PLAN AGREEMENT**  
**Quick, easy & free!**

Our Automatic Payment Plan is a means by which your utility payment will be automatically deducted from your checking or savings account each month. The payment will be applied to your utility account balance each month on the due date.

**Instructions:**

1. Please print and complete this form.
2. Attach voided check or scan a check to this form.
3. Send to Sturgeon Bay Utilities (SBU), by mail, email to [sbucustomerservice@wppienergy.org](mailto:sbucustomerservice@wppienergy.org), in person, or Fax.

Name (as shown on SBU bill) \_\_\_\_\_  
 Service Address \_\_\_\_\_, Sturgeon Bay, WI  
 SBU Account Number(s):

\_\_\_\_\_

- I authorize Sturgeon Bay Utilities to withdraw my payment(s) each month from the checking/savings account shown below. Enclosed is a voided/scanned check from my checking account.
- I understand that I may discontinue this payment service at any time by notifying SBU at least *five business days* prior to the due date of the utility bill.
- If at any time my banking information changes, I will notify SBU in writing with a new voided/scanned check at least *five business days* prior to the due date.
- If I do not have sufficient funds in my account on the due date of a bill, I understand that the current fee on schedule at the utility for insufficient fund transactions will be added to my account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please tape voided check here  
 If savings or money market account  
 Please provide confirmation letter from financial institution